

The information herein is the most common for site-related plans and is not representative of all the conditions you may encounter.

Contact and locate us...

## **Building Development Agencies**

The Herrity Building  
12055 Government Center Pkwy  
Fairfax, VA 22035

- ▶ Site & Addressing Center  
2<sup>nd</sup> floor, 703-222-0801
- ▶ Bonds & Agreements  
2<sup>nd</sup> floor, 703-222-0801
- ▶ Site Review & Inspections  
5<sup>th</sup> floor, 703-324-1720
- ▶ Permit Application Center  
2<sup>nd</sup> floor, 703-222-0801
- ▶ Zoning Review  
2<sup>nd</sup> floor, 703-222-1082

## **Hours of Operation**

Monday–Thursday: 8 a.m.–4 p.m.  
Friday: 9:15 a.m.–4 p.m.

## **Health Department**

10777 Main Street  
Fairfax, VA 22030  
703-246-2201

## **VDOT**

4975 Alliance Drive  
Fairfax, VA 22030  
703-259-1800

*All telephone numbers are accessible in TTY by calling 711.*

*This document is available in alternative formats and languages. Please call 703-324-5033, TTY 711 for more information.*



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## **RESIDENTIAL SITE-RELATED PLANS**

When building a new home or making exterior improvements to your existing home, you will disturb land. Site-related plans show new construction and improvements and ensures your land disturbance complies with the applicable laws and ordinances. Which type of plan you must submit depends on the area of land you disturb (see Page 2) and complexity of your project. See below for more information.

1. A **house location plat** is drawn from survey data of your property. An existing plat is usually part of your closing documents and can be used as follows:
  - ✓ Decks, sunroom and other small home improvement projects hand drawn on the plat.
  - ✓ Construction disturbs no more than 2,500 square feet.
  - ✓ The original plat is clean and in its original scale.
2. A **conservation plan** is much like a house location plat except that it also shows erosion and sediment controls. It can be used as follows:
  - ✓ Small additions, small pools and other home improvement projects.
  - ✓ Construction disturbs no more than 5,000 square feet.
3. An **infill lot grading plan** is a drawing of your property which shows existing and new construction, topography, and erosion and sediment controls. Use a grading plan as follows:
  - ✓ Drainage improvements and water quality controls (see Page 3) are not required.
  - ✓ New homes, pools, large additions or other large home projects.
  - ✓ Construction disturbs more than 2,500 square feet.
  - ✓ Construction blocks existing drainage patterns.
  - ✓ Soil is to be cut or filled more than 18 inches.
4. A **rough grading plan** is used for re-grading of land under an existing use and also requires a Land Disturbing Permit.

Publications, forms, fee schedule and other useful information can be found at

**[www.fairfaxcounty.gov/buildingpermits](http://www.fairfaxcounty.gov/buildingpermits)**

## HOUSE LOCATION PLAT SUBMISSION REQUIREMENTS

If the size of your project permits the submission of a house location plat, it must meet the requirements or show the items listed below. Submit two copies during the [building permit application process](#); fees associated with the review of the house location plat are included as part of your building permit fee.

- ☐ A new plat showing the new project should be prepared by a qualified, licensed surveyor.

### Where's my plat?



Look in your closing documents for your plat. Some plats are kept with Zoning. You may need to hire a surveyor or civil engineer to prepare a new one.

- ☐ Existing plats can be used in accordance with the following:
  - ✓ Draw then “bubble” or “box” around the footprint of the new construction on the plat.

- ✓ Plat shall be in its original scale.
- ✓ Plat shall be clear, unfaxed copy.
- ✓ The seal of the original preparer must be crossed-out and initialed by the person editing.
- ✓ A signed and dated statement by the owner or authorized agent attesting to the accuracy of the representation of existing and new construction.

- ☐ Distance from the new and existing construction (and any protrusions) to all lot lines.
- ☐ Dimensions and height above grade for items such as:
  - ✓ Eaves.
  - ✓ Uncovered stairs.
  - ✓ Chimneys.

- ✓ Bay windows.

- ☐ To learn more about plats, contact Zoning.

$$\sum_{i=1}^n \text{disturbed area}_i$$

To calculate disturbed area, add the following:

Area of project footprint  
+  
10 foot strip all around project footprint  
+  
Area of stockpile footprint  
+  
10 foot wide strip from street/driveway to edge of project

**Disturbed area**

### Problem Soils

Soil types with a high water table, expansive or marine clays or other behavioral issues are considered problem soils. To learn more about soils in Fairfax County and to view county soils maps, go to our website and search on “soils.” To determine if you have problem soils on your property, contact the Site & Addressing Center.



## CONSERVATION PLAN SUBMISSION REQUIREMENTS

If the size and complexity of your project permits the submission of a conservation plan, it must meet the requirements or show the items listed below. See Page 6 for more information on the site-related plan approval process; see Page 5 for associated fee types.

- ☐ Minimum scale of 1 inch = 50 feet.
- ☐ Minimum plan size is 24 x 36 inches.
- ☐ Seal of a land surveyor, architect or professional civil engineer licensed in the commonwealth of Virginia.
- ☐ Soil identification and/or soils map with soils certification.
- ☐ House location to include the following:

- ✓ Address.
- ✓ Tax map number
- ✓ State route number (for public streets).
- ✓ Deed book and page number (for private streets and access easements).
- ☐ Magisterial district.
- ☐ Zoning district and any variance, special permit, special exception or proffered rezoning approvals.
- ☐ Owner information.

- ☐ Siltation and erosion control measures including:
  - ✓ Erosion and sediment control narrative.
  - ✓ Erosion and sediment controls, i.e., silt fence, construction entrance.
  - ✓ Arrows showing the direction of surface water flow.
  - ✓ Limits of clearing and grading.
  - ✓ Outfall narrative and certification.

- ☐ Lot information to include the following:
  - ✓ Lot/parcel dimensions.
  - ✓ Lot area.
  - ✓ Lot lines including bearings and distances.
- ☐ Conveyances and easements for the following (include deed book and page number):
  - ✓ Underground utility.
  - ✓ Water.
  - ✓ Storm sewer.
  - ✓ Sanitary sewer.
  - ✓ Easements dedicated to the county or state.
  - ✓ Access easements to contiguous properties.
- ☐ The location, dimensions, and height of existing and proposed buildings or structures.
  - ✓ For decks, height is measured from the finished grade to deck floor.
  - ✓ For additions and other accessory structures, height is measured from average finished grade to the midpoint of the highest roof.
- ☐ The elevation of the first floor, basement and/or driveway profile.
  - ! Not required for additions unless it's lowest floor is below that of the existing house.
- ☐ Location of a resource protection area (RPA). New RPA boundary delineation may not be submitted as part of a Conservation Plan. See Page 4 for more on RPAs.
- ☐ The existing and intended use of each part of each building or

structure.

- ☐ Mapped floodplain and floodplain easement with deed book and page number noted.

### Is your project in a floodplain?



If you live along a stream with a drainage area over 70 acres, your property may be in a floodplain. Restrictions for construction and added requirements may apply.

Not all floodplains are located and mapped. Therefore, studies may be necessary in unmapped areas to demonstrate compliance with floodplain regulations.

For more information go to [fairfaxcounty.gov](http://fairfaxcounty.gov) and search on "floodplain" or contact the Site & Addressing Center.

- ☐ The location and configuration of off-street parking to include:
  - ✓ Existing or proposed spaces.
  - ✓ Number of spaces proposed.
  - ✓ Surfacing material.
- ☐ Calculation of existing and proposed impervious area to show final area is less than 18 percent of the lot. See "Water Quality Controls" to the right.
- ☐ Name of affected watershed and disturbed area within it.
- ☐ Distance from the new and existing construction (and any protrusions) to all lot lines and floodplain, if applicable.
- ☐ Percentage of front yard surface area if lot is in the R-1, R-2, R-3, or R-4 zoning districts. Contact

Zoning for more information.

- ☐ Location of foundation drain outfall.
- ☐ Signed Wetlands Certification.
- ☐ Location of water and sewer lines, if served by public utilities, otherwise, location of septic system and well with associated lines.
- ☐ Sewer service area.
- ☐ Proposed construction entrance and access road.
- ☐ Note if the site is accessed from a "Chapter 2" road.

"Chapter 2" roads are dedicated public streets that were never built to state standards.



- ☐ Other information, such as photos, that may be necessary for the proper review of the application.

### Water Quality Controls

Water quality controls during construction are required under any of the following conditions:

- ▶ Disturbing more than 2,500 square feet.
- ▶ Water quality controls were not provided during construction of the original subdivision or infill lot.
- ▶ Proposed construction creates 18 percent or more impervious area.

Under certain conditions, water quality controls can be waived and approval must be obtained prior to the submission of any site-related plan. Contact the Site & Addressing Center for more information.



## RESOURCE PROTECTION AREAS

A resource protection area (RPA) is environmentally sensitive land that lies alongside or near a stream and other waterway which drains into the Potomac River and eventually the Chesapeake Bay. Listed below is information you should be aware of if you are building in or near an RPA.



- ▶ In their natural condition, RPAs protect water quality, filter pollutants, reduce runoff, prevent erosion and perform other important functions.
- ▶ RPAs are regulated under the

### [Chesapeake Bay Preservation Ordinance](#) (CBPO).

- ▶ Construction in an RPA is only granted for minor, attached home-improvement projects (see [Section 118-5-5](#) of the CBPO).
- ▶ Construction within an RPA requires a water quality impact assessment.
- ▶ If an RPA boundary delineation study has been performed for your property and approved by the county, it must be shown on your site-related plan.
- ▶ If a study has not been performed, you may use the boundary on the county maps; denote your plan with the following: “Approximate RPA boundary from Fairfax County Chesapeake Bay Preservation Area

Map.”

- ▶ Go to the county’s [digital map viewer](#) to see if there is an RPA on your property.
- ▶ If you have a minor project and you wish to build in an RPA, you must submit a [waiver application form](#) and the Water Quality Impact Assessment. The waiver must be approved prior to submission of a site-related plan.

To learn more about RPAs, go to our website and search on “resource protection areas” or call the Site & Addressing Center.

## INFILL LOT GRADING PLAN SUBMISSION REQUIREMENTS

If your project does not meet the minimum threshold for a house location plat or a conservation plan, then you must prepare An infill lot grading plan for the property. An infill lot grading plan must meet the requirements and show the items mandatory for a conservation plan plus those listed below. See Page 6 for more information on the site-related plan approval process; see Page 5 for associated fee types.

- ☐ Completed [Fairfax County cover sheet](#).
- ☐ Vicinity map.
- ☐ Contours (topography) of the land in two-foot intervals to include:
  - ✓ Existing conditions
  - ✓ Proposed conditions.
  - ✓ Spot elevations as needed.
- ! Arrows indicating direction of flow as required in a conservation plan are not required in an infill lot grading plan.
- ☐ Tree Cover Calculations.
- ☐ If there are problem soils (see Page 2) on the site, provide the following:
  - ✓ Soils test report for all soils on the property.
  - ✓ Geotechnical report or approved soils waiver.
  - ✓ Foundation Detail.
- ☐ Location of foundation drain outfall.
- ☐ Outfall analysis and pre-development conditions narrative.

### Infill Lot Certification

The following certification must be included on the infill lot grading plan. (If applicable, the certification statement shall include information to ensure lot is eligibility requirements for validation).

“I hereby certify that all appropriate County approvals were obtained in accordance with the process required by the Subdivision Ordinance in effect at the time of the creation of lot(s) \_\_\_\_\_. The lot(s) was/were created as part of the \_\_\_\_\_ Subdivision approved by Fairfax County on \_\_\_\_\_ and recorded in Deed Book \_\_\_\_\_ at Page \_\_\_\_\_ in Fairfax County Land Records.”

## ROUGH GRADING PLAN SUBMISSION REQUIREMENTS

For projects that disturb land only under an existing use and do not include a structure, you must prepare a rough grading plan. Rough grading plans must meet the requirements or show the items listed below. See Page 6 for more information on the site-related plan approval process; see Page 5 for associated fee types.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Minimum scale of 1 inch = 50 feet.  | ✓ Limits of clearing and grading.   | “Chapter 2” road. See Page 3 for more information.                                     |
| <input type="checkbox"/> Minimum plan size is 24 x 36 inches.  | ✓ Outfall narrative and certification.  | <input type="checkbox"/> Location of foundation drain outfall.                         |
| <input type="checkbox"/> Seal of a land surveyor, architect or professional civil engineer licensed in the commonwealth of Virginia. | <input type="checkbox"/> Conveyances and easements for the following (include deed book and page number): | <input type="checkbox"/> Signed Wetlands Certification.                                |
| <input type="checkbox"/> Soil identification and/or soils map.   | ✓ Underground utility.  | <input type="checkbox"/> Outfall analysis and predevelopment conditions narrative.     |
| <input type="checkbox"/> Vicinity Map.   | ✓ Water.  | <input type="checkbox"/> Location of RPA, if present; see Page 4 for more information. |
| <input type="checkbox"/> Contours (topography) of the land in two-foot intervals to include:   | ✓ Storm sewer.  | <input type="checkbox"/> Floodplain limits, if present.                                |
| ✓ Existing conditions  | ✓ Sanitary sewer.   |  |
| ✓ Proposed conditions.   | ✓ Easements dedicated to the county or state.   |  |
| ✓ Spot elevations as needed.   | ✓ Access easements to contiguous properties.  |  |
| <input type="checkbox"/> Address and tax map number.   | <input type="checkbox"/> Name of affected watershed and disturbed area within it.                         |  |
| <input type="checkbox"/> Magisterial district.   | <input type="checkbox"/> Lot information to include the following:  |  |
| <input type="checkbox"/> Owner information.  | ✓ Lot/parcel dimensions.  |  |
| <input type="checkbox"/> Siltation and erosion control measures including:   | ✓ Lot area.   |  |
| ✓ Erosion and sediment control narrative.  | ✓ Lot lines including bearings and distances.   |  |
| ✓ Erosion and sediment controls, i.e., silt fence, construction entrance.  | <input type="checkbox"/> Proposed construction entrance and access road.                                  |  |
|  | <input type="checkbox"/> Note if the site is accessed from a  |  |

### Conservation Agreement

A conservation agreement and the associated deposit, required after approval of your site-related plan (excluding plats), ensure that erosion and sediment controls are installed in accordance with the approved plan. After construction is complete and the lot is properly stabilized, the full deposit will be returned unless funds have been used to correct deficiencies.

For more information contact the Site & Addressing Center.

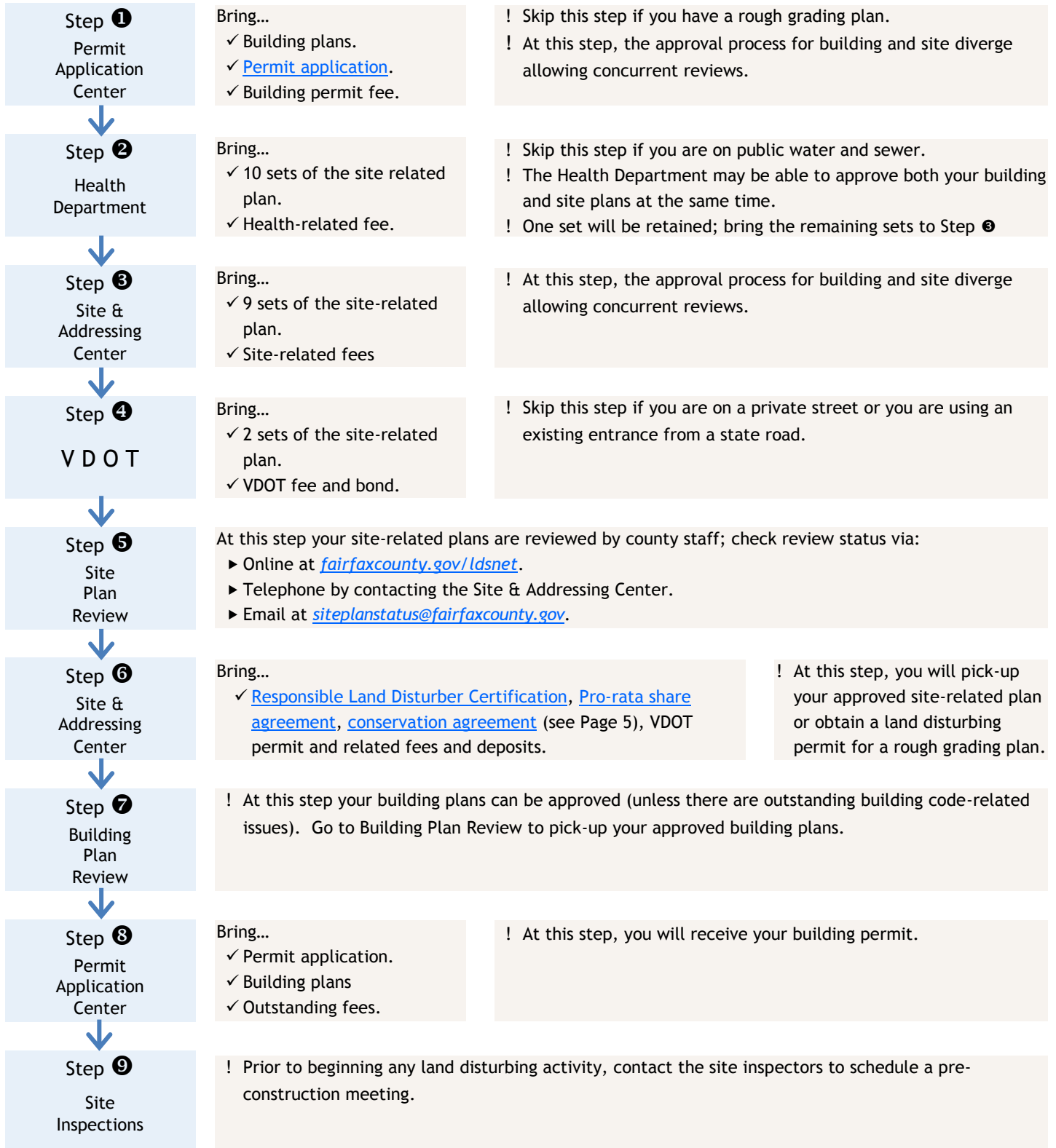
## FEES & DEPOSITS

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>▶ <b>Building permit fee</b> for building plan and inspection services (Permit Application Center).</li><li>▶ <b>Site fee</b> for site-related plan review and inspection services (Site &amp; Addressing Center).</li><li>▶ <b>Pro-Rata Share Assessment</b> for maintenance of stormwater facilities and is based on the increase of impervious area (Site &amp; Addressing Center).</li></ul> | <ul style="list-style-type: none"><li>▶ This does not apply to rough grading plans.</li><li>▶ <b>Conservation Deposit</b> associated with the conservation agreement (Site &amp; Addressing Center).</li><li>▶ <b>VDOT Permit and Bond</b> only if you have a new entrance to a state maintained road.</li><li>▶ <b>Health Department fees</b> if your property is or will be served by a septic system or well.</li></ul> |
|--|--|

For more information on fees, contact the agencies listed above or go to [fairfaxcounty.gov/buildingpermits](http://fairfaxcounty.gov/buildingpermits).

## SITE-RELATED PLAN APPROVAL PROCESS

The approval process for your site-related plan is intertwined with the [building permit application process](#). The process below is the most common and is not applicable for house location plats which are usually reviewed as part of the building permit application process.



**You must have an approved building permit or land disturbing permit before you can start any land disturbing activity.**